



CITY OF HOUSTON

Job Posting

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9	<p>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</p> <p>Supervises section; schedules and reviews work, trains and evaluates employees. Prepares design concepts, graphic illustrations, exhibits and construction drawings according to specifications. Coordinates procurement of materials and services. Prepare, review and monitor operating budgets and expenditures. Provides reproduction service for blueprints, engineering copies, etc. Maintains and updates records and reports. Reviews and evaluates changes to improve designs. Coordinates projects with various departments and agencies. Responds to inquiries from the general public. Trains and develops technical personnel on techniques, use of equipment and project specifications. May perform field checks.</p>																
10	<p>WORKING CONDITIONS</p> <p>The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.</p>																
11	<p>MINIMUM EDUCATIONAL REQUIREMENTS</p> <p>Requires an Associate's degree in Engineering, Drafting, Designing or a closely related field.</p>																
12	<p>MINIMUM EXPERIENCE REQUIREMENTS</p> <p>Five (5) years of related experience, such as engineering, drafting and/or designing are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.</p>																
13	<p>MINIMUM LICENSE REQUIREMENTS</p> <p>A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).</p>																
14	<p>PREFERENCES</p> <p>Preference will be given to applicants with at least five years experience with Geographic Information Systems and CAD systems related to data migration and data maintenance.</p>																
15	<table><tr><td>SELECTION/SKILLS TESTS REQUIRED</td><td>None</td></tr><tr><td>However, the Department may administer a skill assessment evaluation.</td><td></td></tr></table>	SELECTION/SKILLS TESTS REQUIRED	None	However, the Department may administer a skill assessment evaluation.													
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17	<p>SALARY INFORMATION</p> <p>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</p> <p>Salary Range - Pay Grade 20</p> <p>\$1,151 - \$1,574 Bi-weekly \$29,926 - \$40,924 Annually</p>																
18	<p>OPENING DATE October 19, 2005</p>																
19	<p>CLOSING DATE November 01, 2005</p>																
20	<p>APPLICATION PROCEDURES</p> <p>Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</p>																
An equal opportunity employer																	